

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
SECRETARIAL/CLERICAL CONTRACT 1979-80 - 1980-81

I. APPROVED HOLIDAYS

and

Secretaries and Clerks

A. During the regular school year the holidays for the secretarial/clerical staff (hereinafter referred to as clerks) will be the same as the holidays indicated on the school calendar adopted each year by the board of education. In addition, clerks shall have Independence Day and Labor Day as holidays. If the holiday occurs on a Saturday, clerks shall have the prior Friday off. If the holiday occurs on a Sunday, clerks shall have the following Monday off.

1. Any of these are to be considered regular work days if it should become necessary (due to excessive closing caused by inclement weather) to conduct classes for pupils.
2. In addition, the clerks shall be excused from work on such days that weather conditions necessitate closing school for students.

II. INSURANCE PROTECTION AND PRESCRIPTION POLICY

A. The secretarial staff shall be eligible for Blue Cross, Blue Shield, Major Medical, Rider J paid by the board of education; Blue Cross Prescription Plan \$1.00 deductible for which the board of education pays 50% of the cost.

III. SICK LEAVE POLICY

A. Sick leave shall be based on one day per full month of employment.

IV. VACATION LEAVE POLICY

A. After full employment of one year, clerks shall be entitled to vacation leave totaling two (2) calendar weeks, after five years employment

vacation leave will increase to three (3) calendar weeks.

- B. All twelve (12) month employees (completing a full fiscal year) shall be entitled to vacation pay even though their services terminate at the close of the fiscal period. This policy is based on the premise that the employee has earned this benefit by employment during the preceding fiscal year.
- C. Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.
- D. When absence from the job is prolonged (over and beyond the approved accumulated sick leave) then vacation leave shall be based on the ratio of total time on the job during the fiscal year.

V. PERSONAL LEAVE POLICY

- A. All twelve (12) month employees shall be entitled to three (3) days each year to use for personal emergencies. Further, they shall have five (5) days granted for death in the immediate family including spouse, children, mother, father, sister, brother, grandfather, grandmother, grandson, granddaughter, each occurrence.

VI. GENERAL

- A. Office Hours
 - 1. School Calendar
 - a. Eight hours per day, including lunch, to commence not earlier than 7:00 a.m. and terminate not later than 4:30 p.m.
 - 2. Summer
 - a. 8:00 a.m. - 2:00 p.m.

B. Tenure

1. Tenure shall be acquired by all clerks after satisfactory employment following a period of three (3) consecutive calendar years in accordance with state statutes.

C. Vacation

1. Vacations are to be arranged so complete office continuity is maintained. The building principal will first approve the dates before they become effective. June 1 each year will be the deadline for receiving vacation requests. Seniority shall have preference.

D. Separation

1. If separation, regardless of cause, occurs before the close of the fiscal year (June 30) an employee forfeits all rights under this policy.

E. Break Periods

1. A ten (10) minute break period will be provided to personnel for personal needs during both morning and afternoon.

F. New Employees

1. Recommendation for salary step placement for new personnel will be at the discretion of the superintendent, based upon clerical experience.
2. In the event a switchboard operator-clerk is transferred to the position of clerk, then and in that event, said switchboard operator-clerk shall be placed on the step of the salary schedule of the clerical staff which step would assure said switchboard operator-clerk that such transfer would not result in a salary reduction.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
SECRETARIAL/CLERICAL SALARY GUIDE 1979-80/1980-81

<u>STEP</u>	<u>1979-1980</u>			<u>STEP</u>	<u>1980-1981</u>		
	<u>CLERK</u> <u>TYPIST</u>	<u>GUID/</u> <u>CST.</u>	<u>ADM</u> <u>SECT.</u>		<u>CLERK</u> <u>TYPIST</u>	<u>GUID/</u> <u>CST.</u>	<u>ADM</u> <u>SECT.</u>
1	6,500.	6,900.	7,250.	1	6,900.	7,300.	7,650.
2	6,799.	7,217.	7,583.	2	7,217.	7,636.	8,002.
3	7,098.	7,534.	7,917.	3	7,535.	7,972.	8,354.
4	7,397.	7,852.	8,250.	4	7,852.	8,307.	8,706.
5	7,696.	8,169.	8,584.	5	8,170.	8,643.	9,058.
6	7,995.	8,487.	8,917.	6	8,487.	8,979.	9,410.
7	8,294.	8,804.	9,251.	7	8,804.	9,315.	9,761.
8	8,593.	9,121.	9,584.	8	9,122.	9,651.	10,113.
9	8,892.	9,439:	9,918.	9	9,439.	9,986.	10,465.
10	9,191.	9,756.	10,251.	10	9,757.	10,322.	10,817.
13	9,490.	10,074.	10,585.	13	10,084.	10,659.	11,169.
16	9,789.	10,391.	10,918.	16	10,391.	10,994.	11,521.
19	10,088.	10,709.	11,252.	19	10,709	11,330.	11,873.

6/10/80
Date

Robert M. Bonner
Board President

6/10/80
Date

James D. Turney Jr.
Board Secretary

June 1980
Date

Bonnie B. Sizemore
Secretary/Clerk Representative

June 1980
Date

Shirley H. Rutherford
Secretary/Clerk Representative